



University Diversity and Inclusion NOTETAKER RECRUITING OPTIONS

When a student has requested an In-Class Notetaker, the following options may be considered:

1. The instructor may make an announcement to the class asking for a volunteer, **without mentioning the name of the student needing the notetaker (see example below).**
PLEASE DO THIS ON THE FIRST CLASS DAY AFTER MEETING WITH THE STUDENT MAKING THE REQUEST.

“A volunteer in-class notetaker is needed for this class. Preferred qualities: dependable, good attendance, legible print/writing, **GPA** in good standing. Notes may be brought to University Diversity and Inclusion for copy at no charge or the notetaker may email the notes to diversity.inclusion@washburn.edu. The notetaker will receive a Guidelines sheet and is eligible at semester’s end to receive a gift certificate for use in the WU Bookstore. If interested, please contact the University Diversity and Inclusion Office as soon as possible in Morgan Hall, Suite 105, or call 785-670-1629.”

2. The instructor may provide the student with copies of his/her lecture notes, if available.
3. The student may ask someone in/outside the class to be his/her notetaker; however, the student may not know anyone to ask.
4. The instructor and student may meet to consider if a notetaker is a viable way to go. There may be other possibilities based on the actual demands of the course and how the information will be presented.

THANK YOU!